

## Electronic Signature Declaration for Annual Property Reports For State Assessed Telephone, Railroad and Car Line Entities

Issued under Public Act 282 of 1905, as amended.

**INSTRUCTIONS:** Any state assessed entity desiring to use an electronic signature on an Annual Property Report or to gain access to an individual secure online account, must properly complete this form and submit it to the Assessment and Certification Division (mailing address at bottom of form). Upon receipt of a properly completed form, the Assessment and Certification Division will issue a personal identification number (PIN) by conventional mail to the person who signs this form. This PIN may then be used in lieu of an actual signature when filing an Annual Property Report electronically.

THIS FORM IS CONFIDENTIAL AND INFORMATION ON THIS FORM IS TO BE USED ONLY IN THE ASSESSMENT PROCESS.

**TYPE OF REPORTING ENTITY :** ☐ Telephone ☐ Railroad ☐ Car Line

### DECLARATION

I, _____, being duly sworn, depose and say that each Annual Property Report containing the personal identification number to be assigned to me by the Assessment and Certification Division, is a true and complete statement of all property, both real and personal, owned and/or used for state assessed purposes by the within mentioned taxpayer for the reporting period covered by the report, and that all data provided for the purposes of determining eligibility for, and calculating credits available for the reporting period is true and accurate to the best of my knowledge.			
In addition, by affixing my signature below, I do hereby affirm that I am a person duly authorized to procure a confidential personal identification number on behalf of the stated taxpayer, by virtue of the authority granted to me as President, Secretary, Superintendent, Chief Officer, Owner, or duly authorized agent.			
Signature (Must be actual signature)		Title	
Company Name		Address	
City	State	ZIP Code	Telephone Number

### REQUIRED NOTARIZATION

Subscribed and sworn to before me this _____ day of _____, _____.	
Notary Public, State of _____ SS	County _____
Signature of Notary Public	My Commission Expires _____
Printed Name of Notary Public	Acting in the County of _____

### FOR ASSESSMENT AND CERTIFICATION DIVISION USE ONLY

PIN Number	ACD Issuance Code
Date of PIN Issuance	

If you have any questions, contact the Michigan Department of Treasury, Assessment and Certification Division at (517) 241-4338.

Mail this **original** declaration to:  
Assessment and Certification Division  
Michigan Department of Treasury  
P.O. Box 30471  
Lansing, MI 48909-7971

## **State Assessed Annual Property Report Electronic Signature Instructions**

1. Any state assessed entity desiring to use an electronic signature on an Annual Property Report or to gain access to an individual secure online account, must properly complete Form 4435, Electronic Signature Declaration for Annual Property Reports and mail to: Assessment and Certification Division, Michigan Department of Treasury, P.O. Box 30471, Lansing, MI 48909-7971.

The Assessment and Certification Division will review the submitted form and, if properly completed, will issue a personal identification number by conventional mail to the authorized individual who signed the form. Personal identification numbers are to be treated as confidential information (to be disseminated only for use in the assessment process) and will not be issued over the telephone. Upon written request, personal identification numbers may be issued by facsimile or by electronic mail.

2. Upon receipt of the personal identification number from the Assessment and Certification Division, a state assessed entity may use this number in lieu of an actual signature on Annual Property Reports which are filed electronically.

3. Properly completed forms will be verified and processed by the Assessment and Certification Division and personal identification numbers issued within 5 business days of receipt.